

## **Committee Best practices Work Group Meeting – Draft 2**

**When:** Tuesday February 20th, 2024 @ 6 p.m.

**Location:** Online via Zoom

**Work Group members present:** Anthony “AJ” Jackson, Colleen Bauman, Dani Derrick (scribe), Jon Pincus, Arna Shaw (facilitator), Sandra Bauer, Allain Van Laanen.

**Work Group members absent:** Sue Theolass.

**Others Present:** Paxton Hoag.

7 of 8 members present establish a quorum for this meeting.

## **Agenda**

### **Announcements**

Arna let us know that there is a motion being made to the board that may make meeting recordings publicly available.

### **Agenda Review**

No changes by consensus.

### **Approve Minutes**

3 yes: Arna, Colleen, Dani. 2 abstentions: Jon and Sandra Abstained.

December Minutes approved

### **Old Business**

**We discussed and clarified the fourth question (letter D) below, of the survey to: “If an individual will be discussed, are they notified prior to the meeting?”**

**The plan is to give committees a month to respond. We will assign committees and reach out if needed.**

**Arna is going to work on the letter and share it in a google doc in the interest of time.**

#### **Questions:**

1. Finalize process and vote for motion re: questions about closed meetings
  - a. Topics of closed meetings
  - b. How often do you have closed meetings?
  - c. Do you discuss an issue and take action?
  - d. **If an individual will be discussed, are they notified prior to the meeting?**

Discussion: CBPWG Annual Report

- a. Took out the comment about board liaisons, but noted there are three board members that are voting members.

Discussion: Change meeting time

- b. Keep time and shorten to 1.5 hours?
- c. Changing to 6:15pm (Dani will let Vanessa know for the .net site)

Continuing Discussion: Appointing new members to committees

There are a few ways people join committees: Call out from the committee, Self-request, Board request.

There were requests to standardize policy to support DEI. Some questions that came up: Industry standard? How is it done out in the world? Get out of our comfort zone? How can we as a workgroup, support committees and develop criteria for diversity? How to bring in more younger people? Should we try to connect with and ask recent additions what brought them in? We need to make room for younger people as they bring new ideas.

A request to discuss DEI as much as we can in this workgroup as it's a big topic. Pushback has always been "uniqueness." We need to discuss it and have open conversations so we are prepared for the reactions. It should be simple but it's complicated. Young people have pushed a "wait button" until things have gotten sorted out and disfunction is lessened.

Would yearly or twice a year call out for committees help with recruitment? Could projects, skills needed, from committees be added to annual reports? A celebration or summit for committee members could help.

Whether it's a path from teen crew, survey of past additions, or an intergenerational initiative that was tried in the past the need for younger committee members is felt by the workgroup members and guest.

More discussion before any recommendations will be made.

Some questions have come up regarding Board liaison roles and responsibilities: Can they delegate that role? Can meetings take place in their absence?

Discussion included point: It is in the job description of a board member to be the committee meetings.

**Recommendations:** Both liaisons are expected to attend committee meetings. If in the rare instance that both cannot make the meeting, they should delegate another board member for that meeting. If no board members can go to the meeting, the meeting may continue and the liaison should review the recording.

## **Meeting Evaluation**

A request to add a "Homework review" to the agenda was made.

## **Next Meeting – Tuesday, March 19, 2024 6:15pm**

**Move to New Business for next week: Report and discuss – revised Mission statement –  
Lainey and Aaron**

## **Parking Lot**

- Policies and practices regarding the recording of committee meetings and the approved ownership, dissemination, and uses of recording
- How much member input is reasonable.
- Web conference- Hybrid meetings
- Are committees still active and meeting essential and recommended practices? Does the annual report answer the question?